

ATTENTION DEPARTMENTS : COMPLETE RECHARGE SUMMARY PROCESS

▶ STEP 1: COMPLETE REQUIRED CATERING RECHARGE SUMMARY FORM FIELDS:

- ❑ **CATERTRAX Invoice Number** – located top right of the CATERTRAX invoice.
- ❑ **Event Name** – Department-assigned unique name for event.
- ❑ **Event Date** – Date catering services were provided.
- ❑ **Meal Type** – Selection of type(s) of meal(s) provided.
- ❑ **Purpose/Business Related Nature** – Brief explanation of how catering services supported the mission of the University.
- ❑ **Actual/Estimated Number Attended** – Quantity of estimated/actual people benefited from the catering services.
- ❑ **Total Invoice Cost** – Invoiced amount of catering services found at bottom of CATERTRAX invoice.
- ❑ **Cost per Attendee** – Total Invoice Cost, divided by Actual/Estimated Number Attended.
- ❑ **Attachments** – Indication of which items will be included as Supporting Documents.
- ❑ **Comments** – Additional space to leave any desired comments.

▶ STEP 2: UPLOAD SUPPORTING DOCUMENTS TO DEPARTMENTAL CATERING RECHARGE BOX:

▶ **Box Folder Structure:**

- ❑ **BOX** folder location: [XXXX]-[Department Name] Catering Recharge Supporting Documents -> Fiscal Year [XXXX-XX]
- ❑ Create a new folder named as the CATERTRAX Invoice Number; add Supporting Documents
- ❑ Complete within **2 BUSINESS DAYS** of event date.

▶ **Required Supporting Documents:**

- ❑ Include Completed Catering Recharge Summary Form
- ❑ Include Approval Letter/E-Mail
- ❑ Include Advertisement Flyer/Agenda
- ❑ Include Attendee List
- ❑ Include Exception to Policy Form (if applicable)

▶ Questions? Contact recharge@ucmerced.edu